

Audit plan

**NATIONAL BIOSOLIDS PARTNERSHIP
BMP INTERIM AUDIT PLAN
CENTRAL DAVIS SEWER DISTRICT
WASTEWATER TREATMENT FACILITY
KAYSVILLE, UTAH
October 21 – 22, 2015**

Company / Client:	Central Davis Sewer District – Wastewater Treatment Facility
Street / P.O. box:	2200 S. Sunset Dr.
City / State / post code:	Kaysville, UT 84037
Type of Audit:	Interim Audit
Standard / Date of issue:	National Biosolids Partnership EMS Program – August 2011
Audit Dates (on site):	October 21 – 22, 2015
Management Representative:	Leland Myers – District Manager (ljmyers@cdsewer.org)
Utility Manager	Leland Myers – District Manager
Plant Location	2200 S. Sunset Dr
Telephone Number	Cell – 801-560-3938
Lead Auditor	William R. Hancuff
Auditor	NA

We request that the following be made available to be used for audit purposes:

- ◆ A reserved space to be used for audit purposes
- ◆ An organization chart with full names of personnel
- ◆ The audit plan with full names of points of contact for each element
- ◆ Facility layouts, where appropriate
- ◆ A master list of all documented procedures with current revisions
- ◆ Access to a copier and the possible use of an HP Laser Printer

Should you have any questions, please don't hesitate to contact me at: (703) 585-4799

Thank you!!! Bill Hancuff

The organization must provide representatives to accompany team members during the entire audit.

Note: Interested parties are encouraged to attend any portion of the audit in which they may have an interest.

In person or telephone interviews with regulators will be included as part of the audit.

Audit plan

DAY 1

Date	Time ¹⁾	Auditor	Elemt.	Activity / Element	Department	Name ²⁾	Location
10/21/15 Weds.	8:00 – 8:15	Bill		Arrival, introductions, general orientation; opening meeting	Wastewater Treatment	BMP Team	WWTP Offices
	8:15 – 10:00	Bill	Element 16 & 14	Review interim & internal audit results & corrective & preventive action plans & imp	Audit team	Leland Myers	WWTP Offices
	10:00 – 11:00	Bill	Element 6 & 9	Review Public Participation in Planning and Communications Procedures	Wastewater Treatment	Leland Myers	WWTP Offices
	11:00 – 12:00	Bill	Element 5	Review Goals & Objectives Procedure	Wastewater Treatment	Leland Myers	WWTP Offices
	12:00 – 1:00	Bill		Lunch			
	1:00 – 2:00	Bill	Elements 14 & 16	Review Internal Audit & Nonconformance Procedures	Wastewater Treatment	Leland Myers	WWTP Offices
	2:00 – 3:00	Bill	Elements 15 & 17	Management Review and Performance Report Procedures and Implementation	Board of Trustees	Trustee	WWTP Offices
	3:00 – 4:00	Bill	Elements 6 & 9	Interview state/EPA regulators and personal interviews w/select interested parties	State DEQ and Neighbors	Regulator and TBD	WWTP Offices
	4:00 – 5:00	Bill		Auditor summary followed by daily briefing	Wastewater Treatment	Leland Myers	WWTP Offices

DAY 2

Date	Time ¹⁾	Auditor	Elemt.	Activity / Element	Department	Name ²⁾	Location
10/22/15 Thurs.	8:00 – 9:30	Bill	Element 5	Review Current Goals and Objectives	Wastewater Treatment	Leland Myers	WWTP Offices
	9:30 – 10:30	Bill	Elements 6 & 9	Outcomes related to interested parties relations	Wastewater Treatment	Leland Myers	WWTP Offices
	10:30 – 11:30	Bill	Element 4	Outcomes related to regulatory compliance	Wastewater Treatment	Leland Myers	WWTP Offices
	11:30 – 12:30	Bill		Lunch			
	12:30 – 2:00	Bill	Multiple elements	Outcomes relative to environmental performance and quality practices	Wastewater Treatment	Leland Myers	WWTP Offices
	2:00 – 3:30	Bill		Prepare Letter Report	NA	NA	WWTP Offices
	3:30 – 4:00	Bill		Auditor summary and closing meeting	Wastewater Treatment	EMS Team	WWTP Offices

1) Changes possible 2) To be determined by the client; Distribution: Auditee Representatives

Audit plan

The scope of work specifically includes a review of the requirements of Elements 5, 14, and 17; namely the organization's progress toward goals and objectives; BMP outcomes (environmental performance, regulatory compliance, interested party relations, and quality practices); actions taken to correct minor non-conformances; the management review process; and corrective and preventive action requests and responses. Because other system elements interact with the above specific requirements and elements interim audits routinely include partial auditing of activities found in elements 1, 2, 4, 6, 9, 15, and 16.

The NBP auditor guidance indicates that individual interim audits only cover a portion of the BMP. However, over the course of the four interim audits conducted between verification audits the entire BMP (i.e. all 17 elements) must be covered. To that end, individual elements to be audited in their entirety during this audit will include Elements 5, 6, 9, 14 and 16. Work will involve document review, interviews, and field activity evaluations.